FEDERAL EMERGENCY
MANAGEMENT AGENCY

	Date	Number	
INSTRUCTION	March 26, 2001	RVI-1210.2	OS

REGION VI SECURITY RESPONSIBILITIES

1.   Purpose. The purpose of this instruction is to identify security responsibilities for FEMA Region VI.

2.   Applicability and Scope. This instruction is applicable to all offices and divisions of FEMA Region VI.

3.   Supersession. This instruction supersedes FEMA Region VI Instruction 1210.2, Region VI Security Responsibilities, dated April 15, 1996.

4.   References and Authority.

        a.   FEMA Manual 1230.1, Safeguarding National Security Information.

        b.   FEMA Instruction 1200.3, Safeguarding "For Official Use Only" Information.

        c.   FEMA Instruction 1200.4, Communications Security Policy.

        d.   FEMA Manual 1200.5, Safeguard and Control of Communications Security Material and Information.

        e.   FEMA Instruction 1210.1, Federal Emergency Management Agency (FEMA) Identification Cards, Credentials, and Passes.

        f.   FEMA Instruction 1220.1, Procedures for the Processing and Passing of Security Clearance Information.

        g.   FEMA Manual 1540.2, Automated Information Systems (AIS) Security.

5.   General. The Regional Director (RD) has the responsibility and authority for all security functions in the Region. This shall encompass the responsibility for the implementation and administration of a comprehensive Regional security program. The Regional Security Point of Contact (POC) shall ensure that all security requirements are met. The Information Technology (IT) Services Branch has been delegated responsibility for the Regional Security program.

6.   Responsibilities - POC. One of the key roles of the individual assigned the Regional security responsibilities shall be to serve as the principal advisor for security to the Regional Director in support of Regional goals, objectives, and missions. As such, the following responsibilities are included:

        a.   Develops and implements security policy and plans both in support of Regional and Headquarters requirements.

        b.   Provides assistance in planning and implementing security for exercises.

        c.   Coordinates security clearances and investigations.

        d.   Assists with special projects in support of Regional Director, FEMA Office of Security and other offices as required.

        e.   Coordinates with Federal Protective Service for Contract Guard Services.

7.   Other Requirements.

        a.   Personnel Security.

               (1)   Ensure that clearances and investigations on all Regional personnel are kept current. This individual shall maintain a current listing of all individuals in the Region and shall immediately notify the National Security Office of any changes. The personnel security responsibility shall include the processing of all requests clearances within the Region and shall ensure the Regional processing of State personnel security investigations and the establishment of a system for the passing of clearances and visitor notifications.

               (2)   For new Regional employees identified as requiring a security clearance, Operations Support (OS) will initiate and process the paperwork for personnel security investigations. Also, this unit will assure that the employees who are retiring, separating, or transferring out of the Region will have been cleared. Ensure that debriefing forms, nondisclosure statements and all other necessary actions related to security have been taken.

        b.   Information Security. Maintain a thorough document accountability and control system for all classified documents that provides for a 100% audit trail of all classified documents and material within the specific Regional area. As such, this individual shall ensure that classified information within the Region is properly accounted for, controlled, transmitted,

destroyed, packaged, and safeguarded. This individual shall ensure that all classified or sensitive information is disseminated only to persons authorized access to the material and that there is a strict adherence to the "need to know" principle. The duties shall include the responsibility for the maintenance of the Information Security Program Management Files for the Region in accordance with FEMA records management regulations. As a part of the overall responsibility, security classification guidance on all Regional activities shall be developed to include contractor activities. Lastly, the Regional information security responsibility shall entail the management of a Regional Classification Management Program.

       c.   Security Education. Maintain an active Regional security education program that ensures that all Regional personnel are instructed on pertinent policies. In addition, the Regional Security POC shall conduct security indoctrinations, re-indoctrinations, and debriefings to include the execution of nondisclosure and termination of access secrecy agreements as required.

       d.   Physical Security. Conduct and manage required physical security programs for the Region and associated activities. As such, this individual shall, establish visitor and access control procedures, implement security check programs, and maintain a physical security plan. Also, if it becomes necessary, the POC shall secure approval for the accreditation update of this facility and shall ensure that periodic inspections of this facility are made to ensure it can handle and store classified material as required. The POC shall also be responsible for preparing plans for identifying costs for corrective actions. Lastly, this individual is responsible for all matters involving security containers, lock repairs, lock installation, alarm systems, and the changing of safe combinations within the Region.

       e.   Technical Security. Ensure that all Regional systems meet current technical security standards in the areas of Technical Surveillance Countermeasures (TSCM), Emanations Security (TEMPEST), ADP Security, Signals Security (SIGSEC). The primary responsibility for Communications Security (COMSEC) in the Region is the IT Branch.

       f.   Industrial Security. Responsible for reviewing all contractor requests processed within the Region, to include Statements of Work and Requests for Proposal. The Regional Security POC shall provide security related advice and assistance to all contractors and be responsible for reviewing all DD Forms 254 (Contract Security Classification Specification).

       g.   Operations Security. Responsible for developing an OPSEC program to include:

       (1)   Publication of a Regional OPSEC Plan, if required.

       (2)   The execution of needed vulnerability analysis and threat assessment projects, as required.

       (3)   The provision of specialized security support for SAP programs, if and when required.

h.   Security Violations. Immediately notify Headquarters Security of all security violations, possible compromises, or security hazards. Notification shall be by secure means. The POC shall investigate security infractions and forward a preliminary written report to Headquarters within 24 hours. A final report with recommendations shall be prepared and forwarded within five working days.

i.   Release of Information - RD. The Regional Director is responsible for ensuring that all requests for releases of specific sensitive or classified information are processed through the Director, FEMA Office of Public Affairs, and the Director, Office of Security.

j.   Special Security Requirements.

(1)   Provides a status report of all Regional security activities, to include identifying completed actions, pending actions, significant problem areas, and long term problems requiring Headquarters involvement as required.

(2)   Develops local supplemental instructions to FEMA security policies and guidance.

(3)   Monitors identified security problem areas to ensure that corrective actions are accomplished.

(4)   Ensures Regional compliance of all Regional security activities with the appropriate Security Procedures Manual(s). (SPM)

(5)   Maintains essential liaison with local, state, and federal counterparts.

(6)   Conducts all appropriate security surveys and inspections.

k.   Intra-Office/Division Security. The Regional Director and each Division Director is responsible to:

(1)   Assure compliance (within their office/division) with all Regional security regulations.

(2)   Develop implementing office/divisions SOPs, as necessary.

(3)   Identify to the POC those individuals who require security clearances.

(4)   Read classified documents that pertain to the office/division and take action, if appropriate.

(5)   Provide for physical security in the office/division.

(6)   Inform Gate Guard of expected visitors.

(7)   Escort visitors who do not have "Federal" IDs.

(8)   Ensure POC is notified of all incoming FEMA Region VI classified documents, Secret or Top Secret, received from any source (electronic, military courier, U. S. Postal Service, Region VI courier, etc.). Documents will be registered by the POC in the RVI Classified Document Control System prior to being delivered to the addressee. (Exceptions will be made for certain categories of classified documents, such as "For Your Information" (FYI) and "Not For Foreign Release" (NFR). Registration will not be required for routine intelligence reports, exercise messages, COMSEC messages, and other documents as decided by the POC.

l.   Individual Responsibilities. Each employee is responsible for the following:

(1)   Recognize that security is everyone's responsibility. Read and be familiar with and comply with all security instructions (e.g., FEMA Manual 1200.1, Safeguarding National Security Information; Regional Procedures; and Special Access Program manuals, as appropriate).

(2)   Immediately report suspected security violation, compromise of classified information, or the possibility of such to the Division Director. The procedures outlined in FEMA Manual 1200.1, chapter 9, will be followed.

(3)   Question all visitors without proper identification.

(4)   Report loss of ID card immediately to the Division Director or POC.

(5)   Recognize where security is lacking and make recommendations for changes to Division Director.

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Gary Jones
Acting Regional Director